

22 June 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

Director of Training and Education

SUBJECT: Weekly Report

25X1 * 1. Six Agency Officers-in-Residence, presently located in universities across the country, met at [redacted] in their first annual conference to share experiences and prepare for the coming academic year. Six new officers, who will be joining different universities during the course of the next year, also attended. As a result of the conference, the Office of Training and Education (OTE) will make certain mid-course adjustments in the program which appears to be off to a fine start. [redacted]

25X1 * 2. The second running of OTE's Career Training Summer Intern Program (Camp Kubark) began on 12 June 1988. Thirty-two students, twenty men and twelve women, from colleges throughout the country are participating in the program. [redacted]

25X1 3. The Office of Training and Education's (OTE) [redacted] Conference Center [redacted] housed its first official function on 16 and 17 June, when the Director of Training and Education hosted a conference for the Officer-in-Residence program. [redacted]

25X1 4. The 105th running of OTE's Midcareer Course (MCC 105) ended on 10 June following five weeks of classroom presentations, exercises, case studies, and a field trip to Minneapolis, Minnesota. [redacted]

25X1 5. John McMahon, the former DDCI now with Lockheed Missile and Space Company in Sunnyvale, California, has agreed to speak to the Executive Seminar in August. [redacted]

25X1 6. The State Department has asked OTE's Chief, Career Trainee Division, to join an advisory board to review the Department's Junior Officer Training (JOT) Program. The group will make recommendations for a revised JOT program which is expected to be modeled in part on CIA's successful CT Program. [redacted]

25X1 [redacted]

CONFIDENTIAL

SUBJECT: Weekly Report

25X1 7. From 14 - 16 June, an instructor in OTE's Soviet Realities Institute, was a seminar leader at the 35th Annual Current Strategy Forum at the Naval War College. The theme of the forum, at which the DDCI was the concluding speaker, was "Sources of Soviet Conduct and the American Response: A Retrospective and Perspective."

25X1 8. On 11 June, a senior OTE Language instructor administered Japanese oral proficiency tests to students at the Wharton School of the University of Pennsylvania in Philadelphia. Because of her success testing earlier this year, Wharton had asked her to return at the end of the spring semester.

Page Denied

Next 3 Page(s) In Document Denied

21 June 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Chief, Career Training Division, OTE

SUBJECT: Career Training Division Weekly Report
14 June 1988 through 21 June 1988

1. As a result of consultations between the Foreign Service Institute (FSI) and OTE's Career Training Division (CTD) on the subject of training new professionals, the State Department has asked Chief, CTD to join an advisory board to review the Department's Junior Officer Training (JOT) Program. The board will be convened by Ronald Spiers, Undersecretary of State for Management, and George Vest, Director General of the Foreign Service. It will include a senior NSA officer and State Department officials not associated with FSI. The group will make recommendations for a revised JOT program which is expected to be modeled in part on CIA's successful CT Program. [REDACTED]

25X1 *gms* 2. The second running of the Career Training Summer Intern Program (Camp Kubark) began on 12 June 1988. Thirty-two students, twenty men and twelve women, from colleges throughout the country are participating in the program. The first three weeks are dedicated to an orientation to the Agency and the intelligence process and takes place at the Xerox Training Center in Leesburg, Virginia. The second phase of the program consists of a one-week Reports and Records course followed by a three-week interim assignment at Headquarters. The final phase is a two-week operations familiarization course [REDACTED] Initial reaction from coordinators, counselors and visiting speakers has been very positive toward this group of young, enthusiastic college students. Successful students will receive tuition payment for their last year of school in return for an eighteen-month commitment to the Agency. Most students will return as Career Trainees. [REDACTED]

25X1
25X1 [REDACTED]
CONFIDENTIAL

CONFIDENTIAL

20 June 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

Chief, Leadership Development Division
Office of Training and Education

25X1 SUBJECT: LDD Weekly Report

25X1 2. The Executive Development Program sponsors four seminars during the month of July:

- o "Critical Issues Seminar: Counterintelligence,"
13 July 1988, 1600-1800 hours, 7D32 HQs;
- o "Discussion With Author William Burrows,"
14 July 1988; 1700-1900 hours, DCI Conference Room;
- o "Resource Management in CIA: Issues for Seminar Executives,"
20 July 1988; 0930-1630, room 1001 C of C;
- o "Critical Issues Seminar: The Impact of the INF Treaty on
Intelligence," 22 July 1988; 1700-1900 hours, DCI
Conference Room;

25X1 SISers responded to the announcement of these seminars with a flood of requests for enrollment. All sessions quickly filled after only three days of advertising. In addition, large queues now exist for two of the four seminars: the "Counterintelligence" seminar has a waiting list of over 60 executives and, similarly, 20 officers are alternates for the "Discussion With Author" seminar. The "INF" seminar received an equally enthusiastic response. Attendance at this seminar was by invitation only. The DDs and the EXDIR extended invitations to 34 senior officers with the expectation that no more than 20 would accept. Twenty-seven accepted with several others asking to be tentatively scheduled.

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: LDD Weekly Report []

3. LDD received a request from the Data Communications Group (DCG) OD&E to arrange a Florida Outward Bound Program for early November 1988. It would be a five-day expedition sail in a 30-foot open sailboat in the Florida Keys for ten participants offered by the Hurricane Island Outward Bound School of Maine. [] meets with Tom Conroy, Director/DCG, on 29 June to discuss detail arrangements for the Program. This brings to five the number of Outward Bound Programs scheduled for DS&T in FY-88. []

4. On 8 - 10 June, Counseling Skills for Managers held its fifth run of the year. The fifteen students gave the course an overall rating of 4.73 on a 5 point scale. [] chaired assisted by [] independent contractor [] also an independent contractor and new to MTB. A new segment was developed and presented by senior training assistant []. Entitled "Supporting Your Support", this well received topic focused on the concerns of secretaries and assistants. []

5. The 105th running of the ^{OTF's} Midcareer Course (MCC 105) ended on 10 June following five weeks of classroom presentations, Directorate exercises, case studies, and a field trip to Minneapolis, Minnesota. This running of the course was highlighted by an unusually effective DO exercise, which was held [] during the second week. The field trip also was outstanding, thanks mostly to the wide variety of corporations the class visited. These included 3-M; Control Data; Carlson Companies, Inc.; and Northwest Airlines. [] of EDS were the course directors for MCC 105, while [] of ITD/TIB set up the field trip and accompanied Tom and the class to Minneapolis. []

6. [] travelled to the Center for Creative Leadership in Greensboro, N.C., on 20 June to help plan the Looking Glass, Inc. User's Network Conference. Representatives from four LGI users joined CCL staffers in working on the January 1989 meeting. A significant side benefit of the trip was the opportunity to establish ties with Win Legerton, the new LGI program manager. [] was also able to work in conversations with CCL staffers in the Creativity and Executive Development Divisions of CCL. Finally, [] got a tour of the Center's new training facility. It is extraordinary....well worth a view by OTE folks planning our new facility. [] toured the facility earlier in the year and were equally impressed. The new addition represents the state-of-the-art in classrooms for management training. []

7. Training course for new inspectors: we are continuing work on developing a short, 2-3 day course for the Office of the Inspector General to give 2/3 times a year for new inspectors. We plan to finish interviewing and data gathering shortly and to take a first cut at a course design for review with the IG staff the beginning of July. Seven new inspectors are joining the staff in mid-summer so we are aiming to run a first course around mid-August. []

CONFIDENTIAL

CONFIDENTIAL

25X1 SUBJECT: LDD Weekly Report []

25X1 8. Life/Career Planning Course: [] took a 3 1/2 day intensive course with Life Management Services (LMS) Friday-Sunday, 16-19 June to see whether any of the goal-setting materials might be appropriate for any of our MTB courses. The course, which was quite intensive, did include some materials which, with modification, might be useful, particularly in some of

25X1 the advanced courses such as Looking Glass, Inc. and POCM. []

25X1 9. Creativity: MTBers [] attended the Creativity presentation given at the Secretarial Conference at the Holiday Inn, 14 June. The presenter, Chic Thompson, Creativity Group, Inc. Charlottesville, Va., is quite popular and does a one week course segment on creativity at the Federal Executive Institute. The secretaries enjoyed his presentation; he is a lively speaker. His presentation resembled many such "creativity" offerings, including some of the same examples and exercises, as done by several of our present instructors. He told us afterwards he felt

25X1 constrained of time and limited himself to some selected highlights. []

25X1 10. John McMahon, the former DDCI now with Lockheed Missile and Space Company in Sunnyvale, California, has agreed to speak to the Executive Seminar, in August. He will be the outside speaker for this running of the Seminar and is slated for the evening session on 24 August. [] who talked to McMahon on 21 June, will follow up with a letter outlining the Seminar's objectives and suggested talking points. As might be expected, Seminar participants invariably single McMahon out as one of the Agency's effective

25X1 leaders. He is well equipped to address the topic of management and

25X1 leadership. []

[]

CONFIDENTIAL

21 June 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Career Training Division, OTE

SUBJECT:

Career Training Division Weekly Report
14 June 1988 through 21 June 1988

As a result of consultations between the Foreign Service Institute (FSI) and OTE's Career Training Division (CTD) on the subject of training new professionals, the State Department has asked Chief, CTD to join an advisory board to review the Department's Junior Officer Training (JOT) Program. The board will be convened by Ronald Spiers, Undersecretary of State for Management, and George Vest, Director-General of the Foreign Service. It will include a senior NSA officer and State Department officials not associated with FSI. The group will make recommendations for a revised JOT program which is expected to be modeled in part on CIA's successful CT Program.

OTE'S report

CONFIDENTIAL

CONFIDENTIAL

21 June 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Acting Chief, Intelligence Training Division

25X1 SUBJECT: IT Weekly Report [REDACTED]

✓ 1. From 14-16 June, Henry Schreiber of SRI was a seminar leader at the 35th Annual Current Strategy Forum at the Naval War College. The theme of the forum was "Sources of Soviet Conduct and the American Response: A Retrospective and Perspective," and Robert Gates, the DDCI, was the concluding speaker. Other speakers included the Secretary of the Navy, the Vice Chief of Naval Operations, Professor Alvin Rubinstein of the University of Pennsylvania, and military strategist Colin Gray. [REDACTED] omit

2. Ed Hewett, Senior Fellow at the Brookings Institution, gave a penetrating assessment of the Gorbachev economic reform program to the Soviet Economy Block on 14 June. Hewett outlined Gorbachev's goals, and then reviewed his program and performance. He concluded that the reforms were not going well, thanks to the resistance of the bureaucracy, early errors in implementation, and the slow pace that reflects concern about losing control. Hewett commented that many in Moscow saw the economy as in a crisis situation, declaring "we don't want to be another Poland." The same individuals that were frightened about doing anything also acknowledged that inaction by the mid-1990s could also cause them to lose control. Hewett does not see the current reform program as significantly accelerating growth rates or improving quality, but suggests that Gorbachev is apt to come back in the 1990s with an even more radical reform effort. [REDACTED]

25X1 3. [REDACTED] of the Intelligence Training
25X1 Division gave a one-day tutorial on Communism and the USSR for the Career Training Intern Program on 16 June to kick off the substantive portion of the interns' summer training. The presentations, which focused on Communist ideology, contemporary Soviet issues and appeals of Communism for the Third World, sparked a lively debate among the students. On
25X1 17 June [REDACTED] of the Topical Issues Branch led the students through an exercise to determine the major US national security concerns and then presented a short version of the week on "Challenges to the Security of
25X1 the United States" normally given to Career Trainees. [REDACTED]

CONFIDENTIAL

CONFIDENTIAL

25X1 SUBJECT: IT Weekly Report [redacted]

25X1 4. On 14-15 June, the Topical Issues Branch conducted a special
25X1 running of Life on the Other Side: An Overview of the DO for the DI in
25X1 the Headquarters Auditorium to accommodate the large backlog of
prospective students. [redacted] retired senior DO officer, served as
course director. [redacted]

25X1
25X1
25X1

25X1 5. Twenty-one students from three directorates, the Agency's
Counterterrorism Center (CTC) and the National Intelligence Emergency
Support Office completed the second running of the Topical Issues
Branch's Response to Terrorism course on 14-16 June. [redacted]
served as course director for the course, which examines the way in which
US Government components respond to a terrorist incident. The class
toured the CTC and heard presentations by the Justice Department, FBI,
Secret Service, Customs, State Department, DIA and DEA. [redacted]

25X1
25X1

25X1 6. [redacted] of the Topical Issues Branch gave a Spanish-language
25X1 presentation and exercise for the Spanish Extended Total Immersion [redacted]
25X1 on the evening of 14 June. [redacted]
25X1 [redacted]

25X1
25X1
25X1

25X1 The presentation was the latest in TIB's efforts to provide regional
25X1 training in non-traditional settings to outgoing case officers. Last
week Judy and two others from TIB [redacted] met with
officers from the DO's NE Division to discuss training for NE case
officers later this summer. [redacted]

25X1

CONFIDENTIAL

SECRET

21 June 1988

MEMORANDUM FOR: Director of Training and Education

FROM: Chief, Language Training Division

SUBJECT: Weekly Highlights for 13-17 June 1988

25X1 1. During 13-17 June, Prof. Gerard Ervin, Director of the Foreign Language Center at Ohio State University, taught in LTD's new Russian course, observed LTD instructors and students, and elicited and provided feedback. The past week completed nine months of his participation in the LTD Russian Program Review. His background in teaching methodology and his down-to-earth approach to Agency needs gave the program new insights and drive. []

25X1 2. On 17 June, Dr. Jane Phillips, Deputy Director of the Foreign Language Institute, Nashville, Tennessee, gave a workshop on developing reading skills as part of the LTD staff development program. Dr. Phillips presented a reading plan and different strategies of using authentic, unabridged reading materials right from the start. []

25X1 3. The first two-week Chinese extended total immersion ended on 17 June [] Thanks to thorough planning by the coordinating instructor []
25X1 [] the students considered the program to have been particularly helpful in developing their oral proficiency as well as a greater
25X1 understanding of Chinese culture. Two guest speakers from DO and FBIS shared their expertise on China with the students. []

25X1 4. Thai instructor [] received a letter of commendation from
25X1 the chief of the DO [] lauding his two weeks of service as the
25X1 translator []

25X1 6. A two-day Portuguese in-house mini-immersion took place on 13-14
25X1 June. On the invitation of Portuguese instructor [] FBIS officer
25X1 [] participated in the course, providing four students with additional perspectives on Brazilian culture. []

25X1 7. On 11 June, ^{a OTE language} senior instructor [] administered Japanese oral proficiency tests to students at the Wharton Business School of the University of Pennsylvania in Philadelphia. Because of her success testing earlier this year, Wharton had asked her to return at the end of the spring semester. []

SECRET

SECRET

25X1 8. During 13-17 June, LTD administered 61 reading proficiency tests and
62 oral proficiency tests.



SECRET

22 June 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

Director, Center for the Study of
Intelligence

SUBJECT: Weekly Report/CSI

officially leaves the Center on 24 June (he has arranged, however, to come back in the next day--Saturday--on a visitor's badge to finish up!). We are honoring him in various ways, including a Certificate of Distinction presented by the Chairman of the Studies Board, the afternoon of 22 June. Ralph's oral history project may be the most intensive task ever undertaken in the Center. His conscientiousness has been exemplary; it has been a pleasure to have a real pro like him in our midst. The next job is to get him back so that he can share his insights in a monograph based on his interviews. We are working on ways to accomplish this.

The Center had highly successful back-to-back runnings of the Ambassadorial and DCM Seminars on 16 and 21 June. The DCM Seminar was particularly lively. Participants in both sessions consistently said they were most impressed with the way the DO levelled with them.

21 June 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[Redacted]

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

STAT 1. An instructor from the Secretarial Training Branch recently facilitated a two-day Agency Orientation program for nonrotational employees [Redacted] The purpose of this program is to provide a better understanding of the Agency's mission and organization and of how OTE contributes to that mission. The 47 employees who attended this first running all felt the course had achieved its objectives well.

2. The Secretarial Training Branch is facilitating for the DI two two-day runnings of an elective course entitled Improving Verbal Communications. The course is taught by a contract instructor.

STAT

[Redacted]

CONFIDENTIAL

Administration Division Weekly
13-17 June 1988

Conferencing

25X1 Forwarded requirements for 120 attendees at Training Officers Conference on 20-21 June and OTE Management Conference for 52 Hqs attendees and [] attendees on 23-24 June.

25X1 [] 14-15 June to coordinate FY 89 course schedule with RMB.

Miscellaneous

25X1 Congratulations to [] on her recent promotion!

OTE Orientation for 21 employees was held on 14 June, and all AD Branches participated.

DC/AD and EXO met with auditor regarding the three recommendations from the OTE audit. Subsequently, the report was received with a request to advise of the actions taken.

25X1 DC/AD and OTE representatives met with [] Project Office architects on 13 June regarding the requirements for the Division interviews scheduled for 21-22 June and 27-29 June.

Katherine attended "Negotiate to Win" 15-16 June.

Budget and Finance

25X1 New C/B&F, [] arrived on 13 June.

DC/B&F met with WOTD personnel to discuss the September running of the OC-A Course.

25X1 [] an IC on loan to B&F, has been reassigned to LA []
25X1 []

Registry

C/Reg distributed list to all OTE Divisions of all renewable publications on 14 June; response is due on 8 July.

CONFIDENTIAL

CONFIDENTIALPersonnel

25X1

On 14 June, C/PB accompanied D/OTE and DD/OTE where they met to do an OTE position review.

Panel Support:

- DC/PB served as advisor to the GS-09 Panel.
- C/PB served as advisor to the SPB.
- Completed preparation for the GS-09 semi-annual panel review.
- Continued preparation for the GS-10 semi-annual and the GS-14 annual review panels.

25X1

<u>Check-ins:</u>	<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>
<input type="text"/>	Finance Off	AD/B&F	GS-13	06/13/88

25X1

<u>Check-outs:</u>	<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>	
<input type="text"/>	ForLangInstr	LTD	GS-10	06/17/88	Rotate Out

Logistics

Plans for renovation of ground floor sent to Dominion Management for a cost estimate. Architect plans for replacement of counter are still being drawn up.

Contacted OTE Division Chiefs regarding submission of maintenance/service contract renewals which are due in OL 1 July 88.

CONFIDENTIAL

17 June 1988

MEMORANDUM FOR: Deputy Director of Training and Education

FROM: [REDACTED]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (13 June - 24 June 1988)

Where We Are

1. The Visual Aids Section:

- created a wide variety of graphics for the Training Officers' conference [REDACTED]
- provided photographic support to the Headquarters Learning Center brochure project; and
- attended a MacIntosh Desktop Publishing demonstration at OIR and was able to use that equipment to develop a number of sample brochures for the Headquarters Learning Center.

2. A new VHS videotape editing system was installed in the Audiovisual Section and members of that staff are currently learning how to use it.

3. The Television Production Section hosted a meeting between [REDACTED] (a video system engineer), [REDACTED] TV facility, C/MPB, C/TPS, and C/AVS. The purpose of the meeting was to examine possibilities for upgrading MPB video editing capabilities in light of the equipment gift given to us by the DI TV Center. A prime issue of discussion was compatibility between major Agency TV production elements. The meeting was successful in that the long-desired goal of compatibility will soon become reality.

4. C/CBTG demonstrated the Bain Code of Confidentiality program to Mike [REDACTED] and C/PEDS on 14 June. [REDACTED] sees the potential of interactive video (IVD) to reach the whole Agency with a consistent message. CBTG is initiating a sole source to [REDACTED] to "clone" the Bain presentation for the first CI IVD.

5. CBTG received a significant response to an AIM sign-on message posted between 8-15 June. During that period, 23 hotline requests for access to the AIM course were received. All students were mailed their student handbooks within one working day, and were registered in the course in the same time.

6. The Senior Review Panel approved the selection of [REDACTED] as new C/PEDS. The change-of-command ceremony is scheduled for 8 August 1988.

CONFIDENTIAL

CONFIDENTIAL


Where We Are Going

7. The Television Production Section expects to complete the final shooting of the DA ORIENTATION and a reshoot of TEAMS next week.

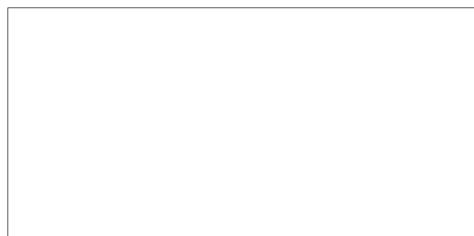
25X1



25X1

9. I am to speak to the  Planning Group on 21 June and participate in the CTDC on 22 June.

25X1



CONFIDENTIAL

Page Denied

Next 1 Page(s) In Document Denied